

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees  
**Location:** Forensic Laboratory, Meriden  
**Job Posting No:** 5490  
**Salary:** \$49,357 - \$63,871  
**Closing Date:** Friday, May 17, 2013

In a state agency this class is accountable for independently performing the most complex tasks in providing both office administration and secretarial support for a major program. This class includes many of the full range of secretarial functions as described in the Secretary 2 class, but the focus of the position is on administrative activities requiring an advanced level of accountability, problem solving and interpersonal contacts. See addendum for differentiators between the secretarial and general clerical job series.

**Eligibility Requirement:** **Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Supervision Received:**

Works under the limited supervision of a Manager and/or Director level position.

**Knowledge, Skills and Abilities:**

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

**General Experience:**

Four (4) years' experience above the routine clerk level in office support or secretarial work.

**Special Experience:**

One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

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One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

**Please note:** The Manager and/or Director level designation is reserved for incumbents with full time responsibilities for a major program. Their work is broadly guided by department policies and goals, and they usually report to the highest level administrators within an organization. The Manager and/or Director will have supervisory responsibilities, but the emphasis of the position will be on management activities. These activities can include such things as formulating program goals and objectives, developing and implementing program policies and procedures, developing and maintaining the program budget, identifying and coordinating both internal and external resources, maintaining high level and sensitive contacts with the public, officials, etc. and regularly acting as the representative of the department on sensitive program related activities.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions** Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and State employees must submit two most recent performance appraisals by **\*Friday, May 17, 2013, close of business** to:

**The Department of Emergency Services & Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Marisa Pulito, Human Resources Specialist**  
**Fax: (860) 685 – 8356**

**\*Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**